Effective 11/12/02, users will be able to request the automated entry of the performance ratings for large groups of employees within their Agencies. The agency must request this process to be run by entering this request in the Help PoC tool. A mass process will be then run to automatically update employee's ratings for a large group of employees within their Agency. The employee's appraisal will be updated with the same rating for the same rating period as specified by the Agency. Remember, for Within Grade Increases to process automatically, the employee must have a satisfactory rating in EHRP which is effective within 15 months of their WGI Due Date

The criteria that this process uses to determine which employee's ratings to update are as follows:

➢ The employee was hired more than 90 days ago.

➢ Employees who are in the following pay plans: GS, GM, GN, WS, WG, WL, WN, WD, XP, XS, XL, XD, and XN.

➢ The employee's tenure must be a value other than NONE.

The following information must be provided in the Help PoC ticket:

- ➢ The Effective Date of the rating.

- ➢ The Performance Plan End Date (Agency determined).

- ➢ The Business Unit (Agency) for which the process will be run.

- ➢ The begin date of the appraisal period.

- ➢ The end date of the appraisal period.

- ➢ The rating scale your Agency employs. (Either A or H)

- ➢ The rating that will be assigned to all applicable employees within your Agency.

- ➢ NOTE: The recommendation would be to assign the rating that applies to the highest percentage of employees. If 80% of your employees have a satisfactory rating then this process could allow you to assign a satisfactory rating to all applicable employees in your Agency. For those 20% of employee's who may not be satisfactory, the user would modify that individual records accordingly.

Can a user still enter an employee's performance rating on the Employee Appraisal page in EHRP?

➢ Yes, users can still enter the rating by following this path: Home > Administer Workforce > Manage Performance (USF) > Use > Employee Appraisal.

➢ Users will need to modify the rating here if the mass action is used to update employees records with a satisfactory rating and an employee is not at a satisfactory performance level.

How will users know which employee ratings have been updated by the batch process?

➢ Users will be able to generate a query to determine what has been processed or what errors have occurred.

➢ Home > PeopleTools > Query Manager > Use > Query Manager.

➢ Query Name: HE_MASS_MASK_STATUS.

➢ Please see Postcard #30 for instructions on how to use the report.